

Head Start National Reporting System

Procedures for Fall 2003

Guidelines for Completing NRS Assessments in Fall 2003

- Begin assessments as soon as the completion of your local NRS training.
- October 31 is the deadline for all programs for fall data collection.
- Please remember that the goal is to assess the children at the beginning of their Head Start year, so complete the assessments as quickly as possible.

First Things to Do:

Place your request for your program's NRS training and data collection materials.

You must have attended a regional training and become a certified NRS assessor before placing a request.

- One request per program.
- The best way to place your request is through the Head Start Information and Publication Center website: <http://www.headstartinfo.org/publications/nrsorder.htm>
- Or you can email, fax, or mail your order.
- Materials will be shipped beginning the second week of August. Requests received after that time should allow up to 6 working days for delivery.

First Things to Do:

Begin data entry of center, class, and child information into the CBRS for all kindergarten-eligible children.

- Train data entry staff on procedures.
- Let data entry staff know this is a priority.
- Reminder: Child ID numbers are necessary to conduct the assessments. The only way to obtain ID numbers is through the CBRS.
- If your program does not have Web access, please see your lead trainer.

First Things to Do:

Prepare for your local training

- Select assessors, including those who will assist you in certification of assessors.
- Select location(s).
 - You will need a TV/VCR for the training tape
- Set date and time.
- Identify children to participate in the practice assessments.
- Make copies of: Agenda; Quiz; Assessor's Guide; Assessor Certification Forms. Originals of these forms are included in this manual.

NRS materials you will receive

- English easels
- Spanish easels (if applicable)
- Blank answer sheets (for both training practice and data collection)
- Instructions for mailing completed answer sheets to the processing center
- Green mailing labels to mail completed answer sheets for processing
 - Please use these labels on every box
- Program Identification and Shipment Information Sheets
 - Always complete and include this form inside every box, on the top of the stack of answer sheets.

To conduct your NRS Training, you will need:

- The Assessment Training Script
- An easel for yourself
- Easels for the trainees
 - Bilingual Spanish trainees will receive *both* English and Spanish easels.
- About 10 answer sheets per trainee for role-playing and practice assessments
- No. 2 pencils
- One copy per trainee of the agenda, the Assessor's Guide, and the Quiz.
- A television with VCR
- A copy of the demonstration video

When certifying assessors:

- The certification practice assessments should be conducted with children who are not kindergarten-eligible or are not in Head Start.
- After you have observed the assessment, use the completed Certification Form to review the assessment with the trainee, discussing any problems.
- Trainees must score 85% or more on both the Assessment Certification Form and the Quiz in order to become a Certified Assessor.
- If the Assessment Certification Form score is less than 85%, make plans with the trainee to observe a second practice assessment. Set a date that gives the trainee some time to practice before the second observed assessment.

When certifying assessors:

- If the Quiz score is under 85%, review all missed items with the assessor, and then ask the assessor to take the quiz again.
- If the Quiz score is 85% or more, still take the time to review any missed items.
- Once an assessor has been certified, enter his/her name and information into the CBRS. An assessor ID will be created that the assessor must use on each assessment he/she conducts.

Begin Fall 2003 NRS Assessments

- A good way to make assignments is by class.
Class rosters are printed from the CBRs.
- Assessors will use copies of the class rosters to:
 - Obtain child ID numbers;
 - Learn child's home language; and
 - Use as a record of completions.
- You may reprint the class rosters at any time, showing the latest assessment status codes (as shown in the example).

Program Menu » Reports » Class Rosters

Instructions: The following are rosters for classes at the selected center.

- Click on the "Select a Center" List box. The rosters of all classrooms in that center will be displayed.

Select a Center:

 

McLean HS Center

Address

**1749 Old Meadow Rd. Suite 600
McLean, VA 22102**

Classroom – Mary Smith

ID	Name	Home Language	Assessment Status
03232301	Jane Smith	English	
08332302	Mary Hill	English	Completed
03232303	John Brown	English	Completed
03232304	Joe Smith	English	Completed
03232305	Jose Parra	Spanish	Completed
03232306	David Lee	Chinese	NC/prolonged absence
03232307	Dennis Torpy	English	
03232308	Bill Lawson	English	Completed
03232309	Robert Stattel	English	Completed
03232310	Lisa Wood	English	

Managing the Assessments

- One person should be designated the “NRS Manager” and should be responsible for your program’s data collection effort.
- Arrange a system for assessors to return completed answer forms to the NRS Manager.
- The NRS Manager should oversee entry of assessment status codes into the CBRS for each child.
- The NRS Manager will be responsible for shipment of completed answer sheets to the processing center.

Assessment Status Codes

“Complete”

- Assessment is complete and the answer sheet has been turned in.
- For Spanish-speaking children who receive both the English and Spanish assessments, do not code as “Complete” in the CBRS until both assessments have been done.
- An assessment is complete if the child was administered Sections A and B, made 15 to 20 errors and the following instruction applied: “If child is non-Spanish, non-English speaking, end assessment.”

Assessment Status Codes

Non-complete (“NC”) is a final status code assigned in situations where the child could not or should not be assessed.

“NC/dropped from program”

- A child’s name was entered into the CBRs, assigned an ID, and then subsequently withdrew from your program.
- (Note that if a child was administered an assessment and then withdrew from the program, the assessment status code would remain “Complete.”)

Assessment Status Codes

“NC/parent refusal”

- If a parent refuses to allow the child to be administered the NRS assessment

“NC/prolonged absence”

- A child is absent during the entire data collection period but has not formally withdrawn from your program.

Assessment Status Codes

“NC/prohibited by IEP-IFSP”

- A child’s IEP or IFSP expressly prohibits other assessment.

“NC/repeated child non-cooperation”

- After several attempts throughout the data collection period, the child will not cooperate.

“NC/severe disability”

- A child’s disability prevents him/her from completing the assessment

Quality Control and Monitoring of Completed Answer Sheets

- At the beginning of data collection, review a few answer sheets completed by each assessor. If any errors or problems are discovered, contact the assessor immediately and provide feedback.
- Continue to review answer sheets throughout data collection, providing corrective feedback when necessary.

Quality Control and Monitoring of Completed Answer Sheets

As you look at an answer sheet, make sure that:

- A No. 2 pencil was used,
- Bubbles are completely filled in,
- There is no writing anywhere on the sheet other than where specified, and
- The sheet is clean and not creased or wrinkled.

Quality Control and Monitoring of Completed Answer Sheets

Check that:

- The identification number of the child is clearly written and coded.
- The identification number of the assessor is clearly written and coded.
- The assessment date is clearly written and coded.
- The question about teacher/child relationship is answered.
- The number of errors in A and B are correctly totaled and written in the box.
- The correct path has been coded and followed.

Quality Control and Monitoring of Completed Answer Sheets

Check that:

If the English assessment was administered

- The final question on page 2 was answered and instructions correctly followed.

If the Spanish assessment was administered

- Assessor ID, Assessment date, and assessor teacher question are clearly and completely coded on page 3.
- The number of errors in AA and BB are correctly totaled and written in the box.
- The correct path has been coded and followed.

Quality Control and Monitoring of Completed Answer Sheets

- If a completed answer sheet becomes wrinkled or creased, the information and scores can be recopied onto a new assessment sheet.

Timing of Shipments of Completed Answer Sheets

- If your program is small, send all your completed answer sheets in one shipment to the HS NRS Processing Center.
- If your program is bigger, or having trouble completing the assessments, please send one shipment with at least 75% of your projected number of assessments, and send a later shipment with the rest of the completed answer sheets.

Shipping completed answer sheets to the HS NRS Processing Center

- Please note that the answer sheet processing center is a separate facility in Iowa. Send **ONLY** completed answer sheets to the processing center, following these instructions.

BEFORE you ship answer sheets to the processing center

- Review all answer sheets for completeness.
 - All ID numbers, dates, and responses should be fully coded with filled-in bubbles.
- Be sure that a “Complete” status for all the answer sheets is coded into the CBRS.

Packaging

- Use the boxes that contained the answer sheets when you received your materials. If you do not have the boxes, use other appropriate boxes.
 - Do not use envelopes. Answer sheets should be protected from becoming creased or wrinkled.
- Answer sheets are to be stacked face up and turned in the same direction.
- If any box is not completely filled, add crumpled paper to avoid damage caused by shifting during shipment.

Program ID forms

- Enclose a Program Identification and Shipment Information form inside *each* box, on top of the stack of answer sheets. The form is printed in green ink.
- On the form, indicate the number of answer sheets contained in the box.
 - Do not send blank answer forms.

Address labels

- In addition to the label required by the shipping company you choose to use, always use the preprinted green address labels.
- One green label is to be applied to the top of *each* box in a shipment.

Address labels

- Complete “PROGRAM: BOX ____ OF ____” area on the green label for each shipment.
 - If only one box is used, label it “BOX 1 OF 1.”
 - If multiple boxes are used, label them sequentially, e.g., “BOX 1 OF 3,” BOX 2 OF 3,” and “BOX 3 OF 3.”
 - If you need more of the green labels or Program ID forms, please contact the HSIPC. (email: puborder@headstartinfo.org, fax: 703-863-2878, or call 1-866-763-6481.)

Carrier

- Use a shipping firm that can track the shipment.
- Keep the tracking information number for the shipment.